



الجامعة العربية المفتوحة
Arab Open University

Risk Management Plan of AOU

Kingdom of Saudi Arabia

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Prepared By

Risk Management Committee of AOU

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Risk Management Plan of Arab Open University

Introduction:

One of the important matters that have emerged recently is the existence of solid plans to confront and manage risks in all its aspects, effects and causes. Due to the necessity of a risk management plan at Arab Open University in Kingdom of Saudi Arabia, the fact that it is a prerequisite for obtaining academic accreditation and that it is an integral part of quality assurance and local and international accreditation, the university considered applying this plan and relying on it as an essential reference to confront various aspects of potential risks.

Therefore, a committee of risk management specialists was formed, and this plan was one of the results of this esteemed committee, where the best practices in this field were taken to be the bases in preparing it.

Risk management definition:

Risk management is learning from the past's lessons in order to minimize current and future risks. It is also the management of individuals and operations during the occurrence of risks, measuring those risks and identifying their effects.

Risk Management Department of AOU:

This department aims to raise awareness of risks, merge all involved parties in the daily risk management process, and encourage staff and students to improve the university's reputation and assets by adopting risk management.

The role of risk management department in protecting university assets (human-material-financial):

- Preventing accidents through training, educating and monitoring.
- Contracting with insurance companies to insure university assets.
- Dealing with administrative cases and demands in a fair and responsible manner.
- Providing advice to the senior management regarding how to provide the best protection from future risks with corresponds to university's strategic plans.

Risk measurement in Arab Open University:

Risk measurement is to quantify and report risks that is an important process to support risk management. The goal of risk measurement is to find a realistic view of what may happen in the future, specifically the answer to the question: will the university win or lose?

Risk measurement goals:

- 1- Discovering unexpected risks that may face the university.
- 2- Understanding risks, discovering them easily and writing an effective and clear report of these risks.
- 3- Attempting to understand and discover unknown and unexpected risks which may be hard to understand and discover.

University methodology in risk management:

- Identifying the operations' major risks that occur continuously.
- Prioritizing risks based on their likelihood of occurrence and potential impact.
- Applying strategies to limit risks.
- Monitoring the effectiveness of risk management efforts.

Health risks:

- Respiratory suffocations.
- Infection from epidemics and their spread.
- Public health risks and chronic diseases.
- Food poisoning.

Documents and information risks:

- Hacking.
- Viruses.
- Unauthorized access.
- Non-genuine copies of programs and applications.
- Unauthorized modification of data and information.
- Hardware and software malfunctions.
- Stealing devices and accessories.

Legal risks:

- Lack of awareness among faculty, staff, and students of their rights and duties.
- Law cases against the university.
- Violation of intellectual rights.
- Loss of documents due to insufficient protection methods.
- Cheating among students.

Reputation risks:

- Academic reputation.
- Research reputation.
- Media risks.
- Administrative reputation.

Fire risks:

- Fire resulting from poor storage of flammable materials.
- Fire resulting from poor application of safety conditions in classroom and laboratories.
- The risk of not having fire protection devices in some of the university's buildings.

Financial risk:

- Reduction in university's self-financial resources.
- Assets and financial resources management.
- Administrative and financial operation risks.
- Poor judgment of financial liquidity Mismanagement.

Natural risks:

- Storms and dust.
- Rain and floods.

Human resources risks:

- Career leakage.
- The lack of clarity in human resources policies in the university.
- Lack of knowledge of rights and duties.

Facilities and buildings risks:

- Electrical connections.
- Building cracks.
- Power blackouts.

Health risks:

Risk: Suffocations:

Potential risk	Location details	Responsible employee (or person in charge)
Suffocations.	<ul style="list-style-type: none"> - University buildings. - Laboratories. - Classrooms. - Offices and waiting areas. 	Operation and Maintenance Director.
Risk description	Risk level	Risk type
Suffocations resulting from: 1- Fire. 2- Gas leak through the air conditioning and ventilation pipes.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input checked="" type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Policy of risk avoiding	Risk impact in case it occurs	
1- Training employees to use fire extinguishers. 2- Training employees to evacuate buildings. 3- Regular maintenance on air conditioning and ventilation pipes.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedures:

Risk type:	Health risk - suffocation risk
Risk place:	University buildings – laboratories -classrooms.
Responsible employee (person in charge) – to contact when needed:	Operation and Maintenance Director.
Contact information of person in charge:	Ext: 7621 – mobile : 0542360145 - 0537996263

Responsible authority for risk handling:	Operation and Maintenance Department
Risk handling procedures:	
<ol style="list-style-type: none">1. Keeping away from the source of gases.2. Evacuating buildings immediately.3. Providing airflow for the injured.4. Providing oxygen tanks to use in case of suffocation.5. Transferring injured to the hospital immediately.	

Risk handling procedures when it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none">1. In the event of suffocation caused by a fire, the fire must be immediately controlled.2. In the event of suffocation caused by a gas leak, the leak must be stopped immediately, and everyone must stay calm.3. Changing the air in the risk place.
Procedures to avoid risk:
<ol style="list-style-type: none">1- Training workers to apply first aid.2- Training workers to evacuate buildings.3- Checking gas pipes periodically.4- Regular maintenance of fire alarms.

Risk: Epidemics infection and diseases spread:

Potential risk	Location details	Person in charge
Epidemics infections and diseases spread	<ul style="list-style-type: none"> - University buildings. - Laboratories. - Classrooms. - Offices and waiting areas. 	Operation and Maintenance Department – Building Maintenance Department.
Risk description	Risk level	Risk type
1- No disposing waste properly. 2- Insufficient knowledge of epidemics spread risks.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input checked="" type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Policy of risk avoiding	Risk impact when occurs	
1- Disposing waste properly. 2- Raising health awareness of risks of the epidemics spread	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk type:	Health risk – Epidemic infection and diseases spread.
Risk place:	University buildings – laboratories -classrooms- offices – waste gathering places.
Person in charge – to contact when needed occurs:	Operation and Maintenance Director – Building Maintenance Director.
Person in charge contact information:	Ext: 7629 – phone: 0542360145 - 0537996263
Responsible Authority of risk handling:	Operation and Maintenance Director – Building Maintenance Director.
Risk handling procedures:	
1. Preparing periodic reports on infection cases.	

2. Immediate reporting on cases of infection or spread of epidemics.
3. In case a student or employee is infected, the case must be reported immediately and the infected person transferred to the nearest hospital to take the necessary treatment.

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Immediate treatment of infected people by first aid, then taking them to the nearest hospital.
2. Providing first aid kits.
3. Keeping contact tool with ambulance in hand.

Procedures to avoid risk:

1. Providing awareness-raising instructions in laboratories, classrooms and hallways.
2. Organizing awareness campaigns for students and employees about the importance of the precautions to prevent risks of infection and spread of epidemics.

Risk: Public health risks and chronic diseases:

Potential risk	Location details	Person in charge
Public health risks and chronic diseases.	<ul style="list-style-type: none"> - University buildings. - Laboratories. - Classrooms. - Offices and waiting areas. 	Operation and Maintenance Department – Building Maintenance and Infection Control Department
Risk description	Risk level	Risk type
Affecting employees and student via: 1- Accident: Wounds and burns resulting from touching sharp or fragile surfaces. 2- Occupational diseases: disease caused by the usage of toxic material.	<input type="checkbox"/> High. <input type="checkbox"/> <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> <input type="checkbox"/> Low.	<input checked="" type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1- Providing safety and first aid methods. 2- Wearing gloves when handling glass or sharp surfaces. 3- Providing directional signboards near wet or sharp areas.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk type:	Health risk - Public health risks and chronic diseases.
Risk place:	University buildings – laboratories -classrooms-

	offices – waiting areas.
Person in charge – to contact when needed	Operation and Maintenance Director – Hygiene and Sterilization Director.
Person in charge contact information:	Ext: 7621 – phone: 0542360145 - 0537996263
Responsible Authority for risk handling:	Operation and maintenance director – building cleaning director.
Risk handling procedures:	
<p>Wounds:</p> <ol style="list-style-type: none"> 1. Cleaning wounds with water and using first aid kit. 2. Calling the ambulance and transporting the injured (if needed) to the nearest hospital. <p>Burns:</p> <ol style="list-style-type: none"> 1. Cool the affected area with water or cold compresses. 2. Do not put ice on the burns, as this causes frostbite which leads to skin damage. 3. Call the ambulance and transport the injured to the nearest hospital. 	

Risk handling procedures:

Ending the risk and eliminating its damages:
<p>In case of broken glass:</p> <ol style="list-style-type: none"> 1. Cleaning the area from broken glass. 2. Providing directional signboards in wet areas where there is a risk of slipping. 3. Raising employees and students' awareness about the importance of taking precautions.
Procedures to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Organizing awareness campaigns about the importance of taking precautions. 2. Providing instructions in the corridors, laboratories and waiting areas. 3. Providing periodic maintenance for buildings and submitting reports to the department continuously.

Risk: Food poisoning:

Potential risk	Location details	Person in charge
Food poisoning.	<ul style="list-style-type: none"> - University buildings. - Laboratories. - Classrooms. - Offices. - Waiting areas. - Restaurants and cafeterias. 	Operation and Maintenance Department Director.
Risk description	Risk level	Risk type
Food poisoning due to lack of hygiene in food or drinks, the presence of developing bacterial contaminants, preparing food, poor storage, or using pesticides.	<input type="checkbox"/> High. <input type="checkbox"/> <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> <input type="checkbox"/> Low.	<input checked="" type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
4- Providing safety and first aid methods. 5- wearing gloves when handling glass or sharp surfaces. 6- Providing directional signboards in wet or sharp areas.	<input type="checkbox"/> High. <input type="checkbox"/> <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> <input type="checkbox"/> Low.	

Risk handling procedure:

Risk type:	Health risk - Food poisoning.
Risk place:	Food serving areas such as restaurants and cafeterias.
Person in charge – to contact when needed	Operation and Maintenance Administrative Director.

Person in charge contact information:	Ext: 7621 – phone: 0542360145 - 0537996263
Responsible Authority for risk handling:	Operation and Maintenance Department – Contracts and Purchases Administrative.
Risk handling procedures:	
<ol style="list-style-type: none">1- Providing necessary first aid to the injured.2- Calling the ambulance and transporting the injured to the nearest hospital.3- Taking samples from the injured to make sure that he/she has food poisoning.	

Risk handling procedures:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none">1. Cleaning the area and not allowing people to enter the affected areas.2. Keeping foods in the place of poisoning away.3. Informing relevant authorities in the Ministry of Health.
Procedure to avoid risk:
<ol style="list-style-type: none">1. Carrying out periodic inspections of restaurants and food serving places such as cafeterias.2. Monitoring water sources continuously and sterilizing kitchens and cafeterias.3. Carrying out continuous insect control.4. Coordinating with authorities in the Ministry of Health when poisoning cases occur and identifying their causes.5. Cleaning food serving places continuously.6. Raising awareness about personal hygiene among food preparing staff.

Documents and information risks:

Risk: Viruses:

Potential risk	Location details	Person in charge
Viruses.	<ul style="list-style-type: none"> - Electronic devices. - Networks. - Data repositories. 	Information Technology and Technical Support Department.
Risk description	Risk level	Risk type
The risk of viruses attacking devices. Viruses are programs that may damage information or cause data loss.	<input type="checkbox"/> High. <input type="checkbox"/> <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input checked="" type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1- Saving antivirus programs. 2- Periodical maintenance of devices. 3- Never installing any program without checking it from a specialist.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk type:	Technical risk – viruses.
Risk place:	Devices and networks - data centers.
Person in charge – to contact when needed:	Information Technology and Technical Support Director.
Person in charge contact information:	Ext: 7655 - phone: 0534161088 - 0550600802
Responsible Authority for risk handling:	Information technology and technical support department.
Risk handling procedures:	

- 1- Reducing the effect of viruses by isolating the infected device from the network.
- 2- Checking devices by specialists and determining the damages resulting from the virus.
- 3- Sending a report on the problem and its damage.
- 4- Educating employees about the necessity of checking programs and accessories before using them.

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Using antivirus software.
2. Updating antivirus programs.
3. Not turning on infected devices.

Procedure to avoid risk occurrence:

1. Educating users to examine programs before installing them.
2. Not using the USB accessories unless they are free of viruses.
3. Updating antivirus programs.

Risk: Unauthorized access:

Potential risk	Location details	Responsible employee
Unauthorized access.	<ul style="list-style-type: none"> - Electronic devices. - Networks. - Data repositories. 	Information Technology and Technical Support Department Director.
Risk description	Risk level	Risk type
Unauthorized or illegal access to systems, programmes and databases.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input checked="" type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
<ol style="list-style-type: none"> 1. Establishing information security procedures and policies. 2. Promoting information security awareness. 3. Conducting periodic tests to 	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

check the possibility of unauthorized accessibility.		
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Risk handling procedure:

Risk type:	Technical risk – Unauthorized access.
Risk place:	Devices and networks - data repositories.
Person in charge – to contact when needed:	Information Technology and Technical Support Director.
Person in charge contact information:	Ext: 7655 - phone: 0534161088 - 0550600802
Responsible Authority for risk handling:	Information Technology and Technical Support Department.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Reducing the risk impact by suspending the affected account and making sure that all systems are protected. 2. Checking systems and finding out how unauthorized access may occur. 3. Submitting a report about the problem. 4. Educating users about the importance of privacy of their login information. 	

Risk handling procedures:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Deactivating the account and changing the password. 2. Determining the amount of damage and how to eliminate it.
Procedures to avoid risk:
<ol style="list-style-type: none"> 1. Educating users about the importance of the privacy of login information. 2. Determining the appropriate privileges for each user. 3. Conducting periodic inspections of systems and monitoring access processes to different systems.

Risk: Using non-genuine copies of programs:

Potential risk	Location details	Responsible employee
Using non-genuine copies of programs.	- Computers and technical information devices.	Information Technology and Technical Support Director.
Risk description	Risk level	Risk type
Using non-genuine copies of programs may cause programs to be terminated, information to be lost, and inability to perform work.	<input type="checkbox"/> High. <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> Low.	<input type="checkbox"/> Health. <input checked="" type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Possession the necessary licenses for software. 2. Creating an email to report unlicensed software.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk type:	Technical risk – Using non licensed software.
Risk place:	Computers and technical information devices.
Person in charge – when needed:	Information Technology and Technical Support Director.
Person in charge contact information:	Ext: 7655 - 7660
Responsible Authority for risk handling:	Information Technology and Technical Support Director.
Risk handling procedures:	
1. Avoid using non-licensed programs. 2. Installing licensed programs or using open source programs.	

Risk handling procedures:

Ending the risk and eliminating its damages:

<ol style="list-style-type: none">1. Avoiding unlicensed software.2. Providing licensed software or replacing non-authorized programs by genuine ones.
Procedure to avoid risk:
<ol style="list-style-type: none">1. Educating users about the necessity of using licensed software.2. Providing licensed software.3. Using open source software.

Risk: Data breach:

Potential risk	Location details	Responsible employee (or person in charge)
Data breach.	<ul style="list-style-type: none"> - Machines. - Networks. - Data servers. 	Information technology and technical support department.
Risk description	Risk level	Risk type
Unauthorized access to a university's machines or servers.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input checked="" type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Install firewall. 2. Perform regular technical tests. 3. Conduct backups of data periodically.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Data and information risk – Data breach.
Risk Location:	Machines – networks - data servers.
Person in charge – to contact them if the risk occurs:	Information technology and technical support manager.
Person on charge contact information:	Ext: 7879 - Mobile : 0551668771
Responsible Authority for risk handling:	Information technology and technical support department.
Risk handling procedures:	
1. Isolate hacked devices from the rest of the network. 2. Determine the type of hack and assess the damage caused. 3. Protect non-hacked devices. 4. Submit a report on the problem and its damage.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Isolate hacked devices and ensuring that the hacker does not reach other machines in the network. 2. Check the effectiveness of firewalls. 3. Not connect devices to the network except after ensuring the safety of those devices.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Coordinate with the cybersecurity authority and take the necessary precautions to stop any hacking. 2. Educate users about the need to take caution and not to install harmful software. 3. Install firewalls, constantly check the network, and ensure that only the authorized staff can access. 4. Take regular backups of important data.

Risk: Unauthorized modification of data and information:

Potential risk	Location details	Responsible employee (or person in charge)
Unauthorized modification of data and information.	<ul style="list-style-type: none"> - Students data system. - Security system. - Human resources and financial system. 	The manager of information technology and technical support department.
Risk description	Risk level	Risk type
Modify data in an unauthorized manner may lead to wrong decision making or may change facts.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input checked="" type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
<ol style="list-style-type: none"> 1. Establish information security procedures and policies. 2. educate users of the necessity to follow the necessary procedures to enter or modify data. 	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Technical risk – Unauthorized modification of data and information.
Risk Location:	- Students' data system, Human resources and financial system.
Responsible employee – to contact them if the risk occurs:	Information technology and technical support manager.
Responsible employee contact information:	Ext: 7879 - Mobile: 0551668771
Responsible Authority for risk handling:	Information technology and technical support department.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Checking the modifications made to the system. 2. Identify the account used in these modifications. 3. Suspend the account and identify the person responsible. 4. Submit a report of the accident, the amount of damage, and how to solve the problem. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Modify data to what it was before the unauthorized modification. 2. Change the user's password.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Educate users of the need to secure their login information. 2. Make users aware of the necessity to follow the procedures when entering or modifying data.

Risk: Hardware and software malfunction:

Potential risk	Location details	Responsible employee (or person in charge)
Hardware and software malfunction.	<ul style="list-style-type: none"> - Machines and software in the university buildings. - Student information system. 	Information technology and technical support department.
Risk description	Risk level	Risk type
Failure of hardware and software poses a real danger due to its interruption in work and the accompanying financial losses.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input checked="" type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Perform regular maintenance of hardware and software. 2. Assign emergency teams to work in the event of an abrupt halt to programs and systems.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Technical risk – Hardware and software malfunction.
Risk Location:	Devices and programs in all of the university.
Person in charge – to contact them if the risk occurs:	Information technology and technical support manager.
Person in charge contact information:	Ext: 7879 – Mobile : 0551668771
Responsible Authority for risk handling:	Information technology and technical support department.
Risk handling procedures:	
1. Assign a technical team to fix the malfunction. 2. Identify problems and their impact on the workflow.	

- | |
|---|
| <ol style="list-style-type: none">3. Solve problems and ensure that the necessary procedures are taken not to repeat the malfunction.4. Submit a report on the problem and the extent of the damage caused by the malfunction. |
|---|

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
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- | |
|--|
| <ol style="list-style-type: none">1. Resolve the malfunction and ensure that it will not happen again.2. Replace the device if it is not working and the problem is related to the physical parts of the device.3. Address the manufacturer of the device, if necessary. |
|--|

Procedure to avoid risk occurrence:

- | |
|--|
| <ol style="list-style-type: none">1. Educate users on dealing with hardware and software properly.2. Use license software.3. Perform regular maintenance of hardware and software. |
|--|

Risk: Stealing devices and accessories:

Potential risk	Location details	Responsible employee (or person in charge)
Stealing devices and accessories.	<ul style="list-style-type: none"> - Offices. - Data centers. - Storages. 	Security Chief.
Risk description	Risk level	Risk type
Stealing devices and accessories leads to huge material losses, especially data loss.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input checked="" type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Availability of safety and security. 2. Monitor and record entry and exit via cameras.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Technical risk – Stealing devices and accessories.
Risk Location:	Offices - Data centers - Storages.
Person in charge – to contact them if the risk occurs:	Security and Safety department.
Person in charge contact information:	Ext: 7680 – 7681 – 7682
Responsible Authority for risk handling:	Security and Safety department.
Risk handling procedures:	
1. Identify the thief through camera recordings. 2. Replace an alternative to the stolen device if needed. 3. Contact authorities and report the accident. 4. Submit an accident report to the manager.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Replace the stolen device.
2. Return to work.
3. Report the thief.

Procedure to avoid risk occurrence:

1. Take the necessary measures to ensure the security and safety of devices and accessories.
2. Continuously monitor the recordings, analyze the movements, and make periodic reports of entry and exit operations.
3. Warn staff about the need to carry an ID card in the university buildings.

Legal risks

Risk: Lack of awareness among faculty, staff, and students of their rights and duties:

Potential risk	Location details	Responsible employee (or person in charge)
Lack of awareness among faculty, staff, and students of their rights and duties.	<ul style="list-style-type: none"> - Colleges. - Departments. - Sections. 	Human Resources manager. Student Affairs manager.
Risk description	Risk level	Risk type
Lack of awareness of rights and duties leads to some activities that conflict with those rights and duties,	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input checked="" type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Educate faculty, staff, and students of their rights and duties. 2. Hold seminars and workshops that clarify these rights and duties.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Legal risk – Lack of awareness among faculty, staff, and students of their rights and duties.
Risk Location:	Colleges - Departments - Sections.
Person in charge – to contact them if the risk occurs:	Human Resources manager.
Person in charge contact information:	Ext: 7646 – 7640
Responsible Authority for risk handling:	Human Resources manager.
Risk handling procedures:	
1. Provide faculty, staff, and students with regulations on rights and duties. 2. Place these regulations on the university's website. 3. Provide workshops, courses and meetings that clarify rights and duties for all.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Require faculty, staff, and students to view the regulations on rights and duties.
2. Take a pledge to everyone that they are aware of their rights and duties.

Procedure to avoid risk occurrence:

1. Conduct an orientation meeting at the beginning of each semester explaining to the students, faculty, and staff their rights and duties.
2. Conduct workshops during the semester to discuss various legal aspects.

Risk: Law cases against the university:

Potential risk	Location details	Responsible employee (or person in charge)
Law cases against the university.	<ul style="list-style-type: none"> - Colleges. - Departments. - Sections. 	Legal affairs director.
Risk description	Risk level	Risk type
The complexity or neglect of some departments may lead to file legal cases against the university.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input checked="" type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Raise awareness of laws and regulations. 2. Ensure the legality of taken decisions. 3. Present the contracts and agreements concluded by the university to the legal department.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Legal risk – Law cases against the university.
Risk Location:	Colleges - Departments - Sections.
Person in charge – to contact them if the risk occurs:	Legal affairs director.
Person in charge contact information:	Ext: 7803 – 7667
Responsible Authority for risk handling:	Legal affairs director.
Risk handling procedures:	
1. Negotiate with the person who has sued. 2. Understand the case and follow up with the authorities.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Prepare a plan for pleading and responding to the case.
2. Follow up with the authorities.

Procedure to avoid risk occurrence:

1. Understand the legal procedures.
2. Holding seminars and workshops explaining the legal aspects of contracts and agreements.

Risk: Violation of intellectual rights:

Potential risk	Location details	Responsible employee (or person in charge)
Violation of intellectual rights.	<ul style="list-style-type: none"> - Colleges. - Departments. - Sections. 	Legal affairs director.
Risk description	Risk level	Risk type
Use intellectual content (printed, written or published online) without reference to the source is a violation of intellectual property rights.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input checked="" type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Confirm the source of the intellectual content. 2. In case of a violation of intellectual rights, the violator will be referred to the university's disciplinary committee.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Legal risk – Violation of intellectual rights.
Risk Location:	Colleges - Departments - Sections.
Person in charge – to contact them if the risk occurs:	Legal affairs director.
Person in charge contact information:	Ext: 7803 – 7667
Responsible Authority for risk handling:	Legal affairs director.
Risk handling procedures:	
1. Confirm the source of the intellectual content. 2. Form a committee to verify the violation.	

3. In the event that the violation is proven, it will be referred to the Rector and the violator referred to the disciplinary committee.

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Not approving the violating intellectual content.
2. Refer the violator to the disciplinary committee.
3. Submit a written warning from the scientific committee and not to accept any scientific content submitted by the violated person.

Procedure to avoid risk occurrence:

1. Educate faculty, staff, and students about the seriousness of violating intellectual rights.
2. Organize seminars and workshops to introduce the basics of scientific research and the method of preserving intellectual rights.
3. Introduce students to the correct quote method, during the orientation week, which takes place at the beginning of each semester.

Risk: Loss of documents due to insufficient protection methods:

Potential risk	Location details	Responsible employee (or person in charge)
Loss of documents due to insufficient protection methods.	<ul style="list-style-type: none"> - University administration. - Branches - Colleges. - Departments. - Sections. 	<p>Concerned administration director.</p> <p>Legal affairs director.</p>
Risk description	Risk level	Risk type
Negligence in keeping and sending official documents exposes them to loss, causing great material damage.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input checked="" type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
<p>1. Save official documents in special drawers in every department that is locked and constantly monitored.</p> <p>2. Save electronic copies of these documents for reference when needed.</p>	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Loss of documents due to insufficient protection methods.
Risk Location:	University administration - Branches - Colleges - Departments - Sections.
Person in charge– to contact them if the risk occurs:	Concerned administration director. Legal affairs director.
Person in charge contact information:	Ext: 7803 – 7667
Responsible Authority for risk handling:	Legal affairs department.
Risk handling procedures:	

- | |
|---|
| <ol style="list-style-type: none">1. Search for documents and using electronic copies if needed.2. Identify the person causing the loss of these documents and submit a written warning for him. |
|---|

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
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| <ol style="list-style-type: none">1. Use electronic copies if needed.2. Apply university regulations regarding the preservation of documents.3. Submit a written warning to the person who lost these documents. |
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Procedure to avoid risk occurrence:

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|---|
| <ol style="list-style-type: none">1. Establish a center for archiving documents.2. Educate staff and faculty members of the need to take caution in saving official documents. |
|---|

Risk: Cheating among students:

Potential risk	Location details	Responsible employee (or person in charge)
Cheating among students.	<ul style="list-style-type: none"> - Colleges. - Academic departments. 	Dean of the concerned department. The Chief of the concerned department.
Risk description	Risk level	Risk type
Student cheating has legal consequences for students and also reflects a behavior that must be addressed.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input checked="" type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Educate students about university regulations. 2. Educate students with the disciplinary regulations. 3. Activate the disciplinary councils and committees.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Cheating among students.	
Risk Location:	Colleges - Academic departments.	
Person in charge – to contact them if the risk occurs:	Dean of the concerned department. The Chief of the concerned department.	
Person in charge contact information:	College of computer studies	Ext: 7875
	Faculty of Business Studies	Ext: 7872
	Faculty of Language Studies	Ext: 7511
Responsible Authority for risk handling:	Deanship of student affairs.	
Risk handling procedures:		
1. Educate students about university regulations and systems. 2. Publish these regulations and regulations on the university's official website.		

3. Form disciplinary councils and committees when needed.

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Refer students to the disciplinary council.
2. Activate the university's systems and regulations to limit the spread of this phenomenon.

Procedure to avoid risk occurrence:

1. Educate students with on disciplinary regulations during the orientation meeting that is held at the beginning of each semester.
2. Insure the monitoring upon students in tests.
3. Hold workshops, lectures, and seminars to discuss the phenomenon and ways to reduce it.

Reputation risks

Risk: Academic reputation risks:

Potential risk	Location details	Responsible employee (or person in charge)
Academic reputation risks.	<ul style="list-style-type: none"> - Colleges. - Departments. - Sections. 	Vice rector for academic affairs.
Risk description	Risk level	Risk type
1. The low quality of academic programs and their incompatibility with development of labor market requirements. 2. The low level of job opportunities for university graduates compared to other universities. 3. Faculty members are not trained to use modern teaching methods. 4. The low quality of learning resources. 5. Some academic programs failed to obtain academic accreditation. 6. The low level of student assessment.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input checked="" type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Reconsider programs quality to match requirements of development and the labor market. 2. Encourage deans to meet academic quality standards and	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

<p>obtain academic accreditation.</p> <p>3. Hire distinguished faculty members.</p> <p>4. Provide the required majors for the labor market.</p> <p>5. Partnerships with employment agencies to employ graduates.</p> <p>6. Train faculty members on modern teaching methods.</p> <p>7. Train faculty members to use appropriate methods for evaluating students based on international standards.</p>		
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Risk handling procedure:

Risk Type:	Reputation risk – Academic reputation.
Risk Location:	Arab Open University: Colleges - Departments - Sections.
Person in charge – to contact them if the risk occurs:	Vice rector for academic affairs.
Person in charge contact information:	Ext: 7801 – 7805
Responsible Authority for risk handling:	Vice rector for academic affairs.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Review academic programs and their compliance with the labor market. 2. Review the extent of commitment of the deans on applying quality standards and academic accreditation. 3. Review and amend programs that did not obtain quality and academic accreditation. 4. Stop admission to academic programs that are not fulfilling with development plans. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Identify material and moral risks and develop corrective plans for potential academic programs that

may be at risk.

2. Upgrade the student's evaluation mechanisms according to the scientific and practical authorities and relying on the electronic test system.

3. Announce that the university and academic programs obtain academic accreditation.

Procedure to avoid risk occurrence:

1. Raise the level of awareness among the faculty members of the importance of quality and academic accreditation.

2. Train faculty members on modern methods of teaching and evaluation.

3. Focus on the student, the quality of educational materials and link them to the requirements of the labor market.

4. Seek academic accreditation for programs.

Risk: Research reputation:

Potential risk	Location details	Responsible employee (or person in charge)
Research reputation risks.	<ul style="list-style-type: none"> - Colleges. - Departments. - Sections. 	Vice rector for higher education affairs and scientific research.
Risk description	Risk level	Risk type
<ol style="list-style-type: none"> 1. The low quality of research and its implications for the reputation of society and sponsors. 2. Lack of research that serves the community. 3. Lack of financial support for research. 4. Lack of research published in scientific journals. 	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input checked="" type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
<ol style="list-style-type: none"> 1. Form a committee to study the researches issued under university name, ensure their quality, and the extent to which they achieve the goals. 2. Recommend to search on topics to serve the community. 3. Encourage faculty members to publish in scientific journals and sponsor them financially and morally. 	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Reputation risk – Research reputation.
Risk Location:	Arab Open University: Colleges - Departments -

	Sections.
Person in charge – to contact them if the risk occurs:	Vice rector for academic affairs.
Person in charge contact information:	Ext: 7801 – 7805
Responsible Authority for risk handling:	Vice rector for academic affairs.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Form a scientific committee to pursue research reputation at the university. 2. Set criteria for accepting publishable research and not funding research that is not qualified for publication. 3. Identify the strengths and weaknesses of the university's scientific research field. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Raise the number of published researches in the areas of a tight process. 2. Increase projects that benefit from the results of scientific research. 3. Show the impact of the research presented to society and development in general.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Encourage faculty members to publish their research papers in scientific journals. 2. Support faculty members to publish research that contributes to the knowledge development and community service. 3. Provide an easy access to scientific sources, which contributes in enhancing scientific research at the university.

Risk: Media reputation:

Potential risk	Location details	Responsible employee (or person in charge)
Media reputation.	<ul style="list-style-type: none"> - Colleges. - Departments. - Sections. 	Public relation director.
Risk description	Risk level	Risk type
<p>1. Afflicting the university's reputation and what affects its image among members of society and the country in general.</p> <p>2. Publishing conflicting information about the university.</p> <p>3. Difficulty in dealing with fabricated and conflicting news and the absence of a mechanism to deal with it.</p>	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input checked="" type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
<p>1. Enhance the role of the Public Relations Department and its communication tools.</p> <p>2. Prepare a public relations plan to contribute to save the distinguished and honorable image of the university.</p> <p>3. The presence of a specific official department at the university that has the privileges to express the opinion of the university and to publish information in the news in its distinct form.</p>	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Reputation risk – Media reputation.
Risk Location:	Colleges - Departments - Sections.
Person in charge – to contact them if the risk occurs:	Public relation director.
Person in charge contact information:	Ext: 7803 – 7667
Responsible Authority for risk handling:	Public relation director.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Determine the information and news that has damaged and threaten the university's reputation, directly or indirectly. 2. Publish news and information that would clarify the distinguished image of the university in a way that contract the information published to threatens the university's reputation. 3. Specify a department that is responsible for responding to information and news that threatens the university's reputation and submitting its report to university Rector. 4. Specify a department or an official speaker for the university to talk about what information has been published and respond to it. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. The presence of a department that monitors the media material published by the university. 2. Transparency in publishing information and news that was exposed to the university and the appropriate response to it. 3. Raise the level of community and official support to the university. 4. Inform the relevant authorities at the university of all procedures that were followed to deal with the risk and eliminate it.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Allowing only the university's official speaker to publish information and news about the university and its affiliates. 2. Ensure that the correct and positive information is published in one window to avoid conflicts. 3. Supporting and enhancing the role of public relations management and providing it with qualified staff. 4. Encourage staff and students to show the distinguished and bright image of the university.

Risk: Administrative reputation:

Potential risk	Location details	Responsible employee (or person in charge)
Administrative reputation.	<ul style="list-style-type: none"> - Colleges. - Departments. - Sections. 	Vice rector for administrative affairs.
Risk description	Risk level	Risk type
1. The appearance of administrative mistakes and their implications. 2. Low performance and late transactions. 3. The appearance of conflict of duties and increasing disagreements at work. 4. The lack of clarity in the administrative structure and the procedures followed. 5. Negligence and lack of discipline at work.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input checked="" type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. The presence of an administrative authority at the university. 2. Clarity of the tasks and privileges of all parties. 3. Setting a clear and appropriate administrative structure. 4. Assign authority to monitor performance.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Reputation risk – Administrative reputation.
Risk Location:	Colleges - Departments - Sections.
Person in charge – to contact them if the risk occurs:	Public relation director
Person in charge contact information:	Ext: 7803 – 7667
Responsible Authority for risk handling:	Public relation director
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Performance evaluation to determine the problems and their effects. 2. Review the administrative structure, tasks and privileges related to administrative risks. 3. Follow the rules and regulations in handling mistakes and damages. 4. Reduce projects that do not adhere to the pre-determined standards. 5. Fight corruption and administrative deficiencies, and apply the principle of reward and punishment according to the rules and regulations. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Determine the damages resulting from administrative mistakes and explain their causes objectively. 2. Follow a specific plan and policies to prevent future mistakes. 3. Form an effective system of administrative control and consideration of complaints. 4. The Legal Affairs Department plays its role in taking regular measures towards administrative mistakes.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Strengthening the administrative control system. 2. Strengthening a culture of fighting administrative corruption at the university. 3. Clarity of administrative privileges and tasks to avoid mistakes and organizational conflicts. 4. Compliance with the systems, regulations and laws that regulate workflow at the university. 5. Training and developing staffs to avoid mistakes and raise performance.

Fire risks

Risk: Fire resulting from improper storage of flammable material:

Potential risk	Location details	Responsible employee (or person in charge)
Fire resulting from improper storage of flammable material.	<ul style="list-style-type: none"> - Storages of the university. - Buildings. - Colleges. - Branches. 	Operation and maintenance manager.
Risk description	Risk level	Risk type
Poor storage of flammable materials increases the possibility of fire.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input checked="" type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Avoid storing flammable materials in buildings and the necessity of transporting them to storages. 2. Apply safety conditions according to the civil defense regulations.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Fire risk – Fire resulting from improper storage of flammable material.
Risk Location:	Storage - Buildings - Colleges - Branches.
Person in charge – to contact them if the risk occurs:	Operation and maintenance manager.
Person in charge contact information:	Ext: 7621 – Mobile: 0542360145 - 0537996263
Responsible Authority for risk handling:	Operation and maintenance manager. Security and safety manager.
Risk handling procedures:	

1. Form a committee of maintenance management - security and safety management - procurement department and prepare a detailed report on the stored materials, their storage method, and recommendations to improve the situation if possible.
2. Issue procedures to be followed to avoid a fire.
3. Follow up the process of the regulations.

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Evacuate the affected area. 2. Turn on the fire alarm and call on the civil defense. 3. Use of fire extinguishers. 4. Avoid smoke, which may lead to suffocation.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Educate staff and students about the procedures to be followed in the event of a fire. 2. Avoid storing flammable materials inside buildings. 3. Follow up on safety procedures and regulations of civil defense.

Risk: Fire resulting from improper applications of safety conditions in classrooms and laboratories:

Potential risk	Location details	Responsible employee (or person in charge)
The risk of non-existence of fire protection devices in some the university buildings.	<ul style="list-style-type: none"> - University building. - Colleges - Storages. 	Security and safety manager. Maintenance and operation manager.
Risk description	Risk level	Risk type
Non-existence of fire protection devices or fire alarms may cause huge financial loss.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation.
Avoiding risk policy	Risk impact in case it occurs	<input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Provide the latest fire extinguishers and fire alarms urgently. Fix and repair malfunctions caused by improper installation.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Fire risk – The risk of non-existence of fire protection devices in some the university buildings.
Risk Location:	<ul style="list-style-type: none"> - University building. - Colleges - Storages.
Responsible employee – to contact them if the risk occurs:	Security and safety manager.
Responsible employee contact information:	Ext: 7680 – 7681 – 7682
Responsible Authority for risk handling:	Security and safety manager.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. In case of fire, evacuate the area immediately and call the civil defense. 2. Limit the damages that was caused by fire. 3. Limit the causes and fix them. 4. Following-up the maintenance of the devices and fire protection requirements. 	

Risk handling procedures in case it occurs:

End the risk and eliminate its damages:
<ol style="list-style-type: none"> 1. Evacuate the affected area. 2. Call on the civil defense. 3. Use of fire extinguishers. 4. Notify the administration by writing a detailed report of the incident.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Assuring that the fire alarm and fire protection system is ready. 2. Check the dates of fire extinguishers and maintain them continuously. 3. Educate staff and students about how important to evacuating the area in case of fire. 4. Provide courses that clarify how to evacuate the buildings, first aid and using fire extinguishers.

Risk: Fire caused by poor application of safety conditions in halls and laboratories

Potential risk	Location details	Responsible employee
Fire caused by poor application of safety conditions in halls and laboratories	<ul style="list-style-type: none"> - Classrooms. - Laboratories. - Labs. 	Security and safety manager.
Risk description	Risk level	Risk type
Poor application of safety conditions in halls, labs and classrooms may cause fire.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input checked="" type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Provide firefighting equipment and fire alarms. 2. Provide guidance boards. 3. Applying safety conditions according to civil defense regulations	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Fire risk – Fire caused by poor application of safety conditions in halls and laboratories
Risk Location:	- Classrooms - Laboratories - Labs.
Person in charge – to contact them if the risk occurs:	Security and safety manager.
Person in charge contact information:	Ext: 7680 – 7681 – 7682
Responsible Authority for risk handling:	Security and safety administration.
Risk handling procedures:	
1. Forming a committee consisting of (maintenance and operation administration - security and safety administration) and write a report about the problem. 2. analyzing the situation and apply the needed protection to prevent a fire. 4. Follow up on applying the recommendations of the report about the problem.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Limit the damages that was caused by the fire. 2. Contact the civil defense and evacuate the affected area. 3. Use the fire alarm and fire system.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. apply the safety procedures in the civil defense board. 2. Fix the fire system and alarm devises. 3. Educate staff and students of the need to evacuate the place in case of fire. 4. searching periodically in the building and write a report that clarify the risks and how to avoid them.

Financial risks

Risk: Reduction in university's self-financial resources:

Potential risk	Location details	Responsible employee (or person in charge)
Reduction in university's self-financial resources.	<ul style="list-style-type: none"> - Colleges. - Academic departments. - University investments department. 	Vice Rector for administrative and financial affair.
Risk description	Risk level	Risk type
The lack of financial support from the private sector may cause a sharp decline in the financial resources of the university.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input checked="" type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
<ol style="list-style-type: none"> 1. Communicate with businessmen and private sector officials. 2. Participate in exhibitions and conferences, increase the 	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

university's marketing activities, and urge businessmen to provide support to the university to achieve its educational mission.		
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Risk handling procedure:

Risk Type:	Financial risk – Reduction in university's self-financial resources.
Risk Location:	Colleges - Academic departments - University investments department.
Person in charge – to contact them if the risk occurs:	Director of financial affairs.
Person in charge contact information:	Ext: 7638
Responsible Authority for risk handling:	Director of financial affair.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Study the current situation and determine the necessary measures to increase financial resources. 2. Identify suitable alternatives to improve the financial situation. 3. Implement financial plans and monitor expenses and revenues. 4. Search for supporters of university projects. 5. Visit businessmen and private sector officials to introduce them to the university's mission, vision and goals. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
None.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Search for sources of fund for university projects. 2. Increase spending on marketing campaigns and participate in educational conferences and exhibitions. 3. Completion of buildings projects in Madinah, Jeddah and Dammam. 4. Facilitate the procedures for admitting students in a way that does not conflict with the quality of education. 5. Attract distinguished faculty members in the various majors provided by the university.

Risk: Assets and financial recourses management:

Potential risk	Location details	Responsible employee (or person in charge)
Assets and financial recourses management.	<ul style="list-style-type: none"> - Colleges. - Academic departments. - Finance department. 	Vice rector for administrative and financial affair.
Risk description	Risk level	Risk type
Improper management of university assets and financial resources may lead to the loss of those assets and a decrease in financial resources.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input checked="" type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Assigning university assets management to those who have sufficient experience in the field. 2. Diversification of income sources.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Financial risk – Assets and financial recourses management.
Risk Location:	Financial administration
Person in charge – to contact them if the risk occurs:	Director of financial affairs
Person in charge contact information:	Ext: 7638
Responsible Authority for risk handling:	Director of financial affairs
Risk handling procedures:	
1. Analyzing the financial risks facing the university and setting indicators to measure the level of those risks.	

2. Providing solutions and suggestions that contribute to increasing income and maximizing university assets.
3. Diversifying sources of income and searching for funders for university projects.
4. Follow global best practices for managing assets and financial resources.

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

None.

Procedure to avoid risk occurrence:

1. Partnerships with the private sector and benefit from social responsibility programs offered by them.
2. Developing mechanisms to measure the level of financial risks, identifying the faults and identifying ways to confront potential financial risks.
3. Determine financial goals, implement programs, and measure results that will increase the university's assets and financial resources.

Human Resources Risks

Risk: Lack of knowledge of rights and duties for students:

Potential risk	Location details	Responsible employee (or person in charge)
Lack of knowledge of rights and duties for students.	- Colleges.	Student affairs manager.
Risk description	Risk level	Risk type
1. Students do not know their rights at the university. 2. Students do not know their duties towards the university.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input checked="" type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Emphasizing the students to view the university student guide. 2. Holding awareness meetings and programs that define students' rights and duties 3. Strengthening the role of the Student Affairs Department in educating and guiding students to know their rights and duties 4. Follow the rules and regulations for student affairs at the university.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Human Resources risk – Lack of knowledge of rights and duties for students.
Risk Location:	Student affairs administration.
Person in charge – to contact them if the risk occurs:	Student affairs manager.
Person in charge contact information:	Ext: 7883

Responsible Authority for risk handling:	Student affairs administration.
Risk handling procedures:	
<ol style="list-style-type: none">1. Follow the student affairs regulations at the university.2. Hold workshops and meetings on the rights and duties of students at the university.3. Clarify the rights and duties of students and publish them on the university website and the relevant social media accounts.4. Spreading the principle of punishment for students who violate the university's rules and regulations.5. Encouraging systems for the distinguished students to abide by the rules and regulations.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none">1. Publishing a clear guide for students to explain all rights and duties.2. Emphasizing to students that rights are immunity and they must carry out their duties towards the university.3. Implementing the rules and regulations for student affairs effectively.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none">1. Publishing a guide for the university students that contains all rights and duties.2. Hold educational and informative workshops and publish brochures for the rights and duties of students at the university.3. Organizing meetings, seminars and events that are concerned with the definition of student rights and duties.4. Emphasizing the need to adhere to the regulations and regulations for student affairs.

Risk: Lack of clarity in human resources policies:

Potential risk	Location details	Responsible employee (or person in charge)
Lack of clarity in human resources policies.	<ul style="list-style-type: none"> - Colleges. - Departments. - Administrations. 	Human Resources manager.
Risk description	Risk level	Risk type
<p>1. The lack of clarity in the privileges and responsibilities of the leaders.</p> <p>2. The overlap of tasks and privileges of the deanships and departments supporting them.</p> <p>3. The absence of a clear salary scale for faculty members.</p>	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input checked="" type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
<p>1. A clear job description of the tasks and privileges of all departments.</p> <p>2. Determine the overlaps in responsibilities and privileges to find solutions.</p> <p>3. Develop a clear and uniform recruitment policy and regulations.</p>	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Human Resources risk – Lack of clarity in human resources policies.
Risk Location:	Colleges – departments - administrations.
Person in charge – to contact them if the risk occurs:	Human Resources manager.
Person in charge contact information:	Ext: 7646

Responsible Authority for risk handling:	Human Resources manager.
Risk handling procedures:	
<ol style="list-style-type: none">1. Review the systems, regulations and policies in a manner that suits the interests of the university and its affiliates.2. Create a clear and fair system of incentives and bonuses for all university departments.3. Review the salary scale and make the appropriate adjustments.4. Assign specialists to find tasks description and privileges for all departments.5. Emphasize on following the rules and regulations and activate the principle of reward and punishment.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none">1. Finding a description of the tasks and privileges of all departments and employees.2. Finding a clear and urgent system of incentives, allowances and rewards for all departments and colleges in the university.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none">1. Emphasize on the description of tasks and privileges upon hiring.2. Implementing the rules and regulations regarding incentives, salaries, rewards and promotions.3. Finding specific authority concerned with setting standards for selection and hiring employees and faculty members.

Risk: Career Leakage

Potential risk	Location details	Responsible employee (or person in charge)
Career Leakage.	<ul style="list-style-type: none"> - Colleges. - Departments. - administrations. 	Human Resources manager.
Risk description	Risk level	Risk type
1. The leakage of outstanding and effective faculty. 2. The retirement of faculty members and their lack of financial or moral appreciation. 3. The desire to retire and request to terminate the contract.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input checked="" type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Encourage and support faculty members financially and morally. 2. Clarity of motivation and promotion policies at the university in accordance with the standards and regulations. 3. Existence of clear laws for faculty member contract. 4. The presence of a sufficient number of faculty members and finding replacements in various majors.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Human Resources risk – Career Leakage.
Risk Location:	Colleges – departments - administrations.

Person in charge – to contact them if the risk occurs:	Human Resources manager.
Person in charge contact information:	Ext: 7646
Responsible Authority for risk handling:	Human Resources manager.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Develop solutions to reduce career leakage. 2. Finding the reasons that lead to career leakage. 3. Meeting with a faculty member or employee who is wishing to end his contract to find out the reasons. 4. Provide a suitable alternative to do the work so the workflow is guaranteed. 5. Announcing vacancies and hiring the right person at the right time. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
<ol style="list-style-type: none"> 1. Finding the causes of the leakage by assigning a committee to determine those causes. 2. Searching for solutions to career leakage at the university and raise them for decision makers. 3. Create an effective incentive system to encourage faculty members. 4. Establish laws and regulations and implement them effectively to reduce leakage.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Encouraging and motivating faculty members. 2. Create an appropriate supportive work environment for faculty members and their academic activity. 3. Clarify rights and duties in accordance with the rules and regulations used when hiring faculty members. 4. Continue to improve, develop and qualify faculty members at the university.

Natural risks

Risk: Rain and Flood:

Potential risk	Location details	Responsible employee (or person in charge)
Rain and Flood.	<ul style="list-style-type: none"> - Buildings. - Storages. - Parking lots. 	Security and safety manager.
Risk description	Risk level	Risk type
Rain and floods can cause physical damage to buildings and may result in detaining staff and students inside buildings.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input checked="" type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Regular maintenance of the rain water drainage network and ensuring its availability. 2. Monitor the weather forecasts and check the weather constantly. 3. Providing evacuation sites in the event of heavy rains and floods.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Natural Risks - Rain and Flood.
Risk Location:	Buildings - Storages - Parking lots.
Person in charge – to contact them if the risk occurs:	Security and safety manager. Maintenance and operation manager.
Person in charge contact information:	Ext: 7621 – Mobile: 0542360145 - 0537996263
Person in charge for risk handling:	Maintenance and operation manager.
Risk handling procedures:	
1. Monitor the weather forecast and identify the rainy times.	

2. Warn all employees and students of the need to be caution in the event of heavy rains.
3. Inspect buildings and ensure their readiness to face the risks of rain and flood.
4. Clean the drainage channels continuously and check the emergency exits.

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

None.

Procedure to avoid risk occurrence:

1. Monitor the weather forecast continuously.
2. Issue daily reports on the expected weather.
3. Ensure that buildings and other facilities are ready to face potential risks.
4. Prepare workshops for first aid, correct evacuation plans, and the way to deal with the dangers of torrential rain and floods.

Risk: Storms and dust:

Potential risk	Location details	Responsible employee (or person in charge)
Storms and dust.	<ul style="list-style-type: none"> - Buildings. - Storages. 	Security and safety manager. Maintenance and operation manager.
Risk description	Risk level	Risk type
Storms and dust may cause severe asthma for some employees and students, as may cause physical damage to buildings and cars.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial.
Avoiding risk policy	Risk impact in case it occurs	<input checked="" type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input type="checkbox"/> Building and facilities.
<ol style="list-style-type: none"> 1. Provide first aid kits. 2. Provide protective masks. 3. Develop guidance boards to deal with the risks of storms and dust. 4. Educate staff and students about the need to be caution during dust storms. 	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Natural Risks - Storms and dust.
Risk Location:	Buildings - Storages
Person in charge – to contact them if the risk occurs:	Security and safety manager. Maintenance and operation manager.
Person in charge contact information:	Ext: 7621 – Mobile: 0542360145 - 0537996263
Responsible Authority for risk handling:	Maintenance and operation manager.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Monitor the weather conditions and determine the times of storms and dust on a daily basis. 2. Warn employees and students of the need to be caution in storms and dust. 3. Inspect buildings and ensure their readiness to cope with the risks of storms and dust. 4. Clean the entrances and exits and check the emergency exits. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:
None.
Procedure to avoid risk occurrence:
<ol style="list-style-type: none"> 1. Monitor the weather forecast continuously. 2. Issue daily reports on the expected weather. 3. Ensure that buildings and other facilities are ready to face potential risks. 4. Prepare workshops for first aid, correct evacuation plans, and the way to deal with asthma and shortness of breath and provide the necessary equipment for that.

Facilities and buildings risks

Risk: Electrical connections:

Potential risk	Location details	Responsible employee (or person in charge)
Electrical connections.	<ul style="list-style-type: none"> - Buildings. - Storages. - Branches. 	Operation and maintenance manager.
Risk description	Risk level	Risk type
Damaged electrical connections may cause electric shocks or fire.	<input type="checkbox"/> High. <input checked="" type="checkbox"/> Moderate. <input type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input checked="" type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Ensure that electrical connections and functioning, and perform periodic inspection. 2. Using electrical appliances in a correct manner and not using malfunctioning connections.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Facilities and buildings risks - Electrical connections.
Risk Location:	Buildings - Storages - Branches.
Person in charge – to contact them if the risk occurs:	Operation and maintenance manager.
Person in charge contact information:	Ext: 7621 – Mobile: 0542360145 - 0537996263
Responsible Authority for risk handling:	Operation and maintenance manager.
Risk handling procedures:	
1. Perform regular maintenance of electrical appliances and accessories. 2. Install a grounding system for electrical fittings and electrical outlets. 3. Ensure the presence of electrical shock protection devices.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

None.

Procedure to avoid risk occurrence:

1. Ensure the quality of the electrical connections.
2. Ensure the safety of electrical appliances and do not use malfunctioning or high-risk heating devices.
3. Ensure the presence of protection devices against electric shock.
4. Warn employees and students to be caution in the event of electric shock.

Risk: Building cracks

Potential risk	Location details	Responsible employee (or person in charge)
Building cracks.	- Buildings. - Storages.	Operation and maintenance manager.
Risk description	Risk level	Risk type
Cracks in buildings and the appearance of some cracks resulting from the drop of soil may cause great material losses.	<input type="checkbox"/> High. <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input checked="" type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. In the case of existing projects, it is necessary to contract with specialized consulting offices to verify the construction specifications. 2. In the case of rented buildings, it is necessary to verify the specifications of those buildings.	<input type="checkbox"/> High. <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Facilities and buildings risks Building cracks.
Risk Location:	Buildings – Storages - branches
Responsible employee – to contact them if the risk occurs:	Operation and maintenance manager.
Responsible employee contact information:	Ext: 7621 – Mobile: 0542360145 - 0537996263
Responsible Authority for risk handling:	Operation and maintenance manager.
Risk handling procedures:	
<ol style="list-style-type: none"> 1. Place warning boards around the cracked places. 2. Form a committee to assess the damages and determine the causes and methods of solving them. 3. Hire specialized companies to treat and eliminate the risk. 	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Ensure that the damaged area is evacuated to protect lives and property.
2. Assess the risk and identify its causes and treatment methods.
3. Assign a specialized company deal with cracking.
4. Submit periodic reports on the progress of the university's management to prevent such risks from recurring.

Procedure to avoid risk occurrence:

1. Contract well-known and experienced consulting and engineering companies in the field.
2. Perform periodic maintenance of buildings and other university facilities.
3. Educate staff and students on the need to take caution in the event of cracks or cracks in the buildings.

Risk: Power blackout:

Potential risk	Location details	Responsible employee (or person in charge)
Power blackout.	<ul style="list-style-type: none"> - Buildings. - Storages. - Branches. - Colleges. 	Operation and maintenance manager.
Risk description	Risk level	Risk type
Power outages may cause work interruption and detain some employees or students in elevators.	<input type="checkbox"/> High. <input type="checkbox"/> Moderate. <input checked="" type="checkbox"/> Low.	<input type="checkbox"/> Health. <input type="checkbox"/> Documents and information. <input type="checkbox"/> Legal. <input type="checkbox"/> Reputation. <input type="checkbox"/> Fire. <input type="checkbox"/> Financial. <input type="checkbox"/> Natural. <input type="checkbox"/> Human resources. <input checked="" type="checkbox"/> Building and facilities.
Avoiding risk policy	Risk impact in case it occurs	
1. Develop a comprehensive plan to deal with power outages. 2. Provide backup generators. 3. Contact the electricity emergency department to check the blackout reasons and the ways to solve them.	<input checked="" type="checkbox"/> High. <input type="checkbox"/> Moderate. <input type="checkbox"/> Low.	

Risk handling procedure:

Risk Type:	Facilities and buildings risks - power blackout.
Risk Location:	Buildings – Storages – Branches - Colleges.
Person in charge – to contact them if the risk occurs:	Operation and maintenance manager.
Person in charge contact information:	Ext: 7621 – Mobile: 0542360145 - 0537996263
Responsible Authority for risk handling:	Operation and maintenance manager.
Risk handling procedures:	
1. Contact the electricity emergency department to find out the blackout reasons and submit an official notification of the case. 2. Ensure the safety of the building and electrical appliances. 3. Submit a status report to the university management.	

Risk handling procedures in case it occurs:

Ending the risk and eliminating its damages:

1. Ensure that there are no detainees in the elevators.
2. Ensure that there are no internal causes such as electrical contact or electric shock.
3. Perform first aid methods for injured people if necessary.

Procedure to avoid risk occurrence:

1. Perform periodic maintenance of the electricity network in the buildings.
2. Warn staff and students not to use poor electrical appliances or directly influence the electrical current of buildings.
3. Ensure the backup generators are working and make periodic reports on the electrical current status of the buildings and other university facilities.